

# **CENTEX HOMES**

## **Appendix D**

FOR STATES THAT HAVE DELEGATED ANY INSPECTION OR ENFORCEMENT AUTHORITY  
UNDER AN APPLICABLE PERMIT TO A LOCAL ADMINISTRATIVE OR GOVERNMENTAL BODY

# Site Inspection Report

Site name: \_\_\_\_\_ Permittee: \_\_\_\_\_

Division: \_\_\_\_\_ Inspection date: \_\_\_\_\_ Inspector: \_\_\_\_\_

Weather conditions (circle one):      Dry                      Rain                      Snow                      Icy

Inspection type (circle one):      Regular                      Precipitation                      Quarterly                      Final

General	Yes	No	N/A	Responsive Action Log Reference #
A. Is the Storm Water Plan ("SWP") on Site or its location posted?				
B. If required under the Applicable Permit, is the Applicable Permit and/or NOI on Site?				
C. Is contact information provided on Site and is it correct?				
D. Since the last site inspection, has Centex received notice of a federal, state or local inspection evaluating compliance with the Applicable Permit?				
E. Was the Site Inspection Report for the last inspection signed by the Site Storm Water Compliance Representative and certified if and as required by the Applicable Permit?				
F. Have Action Items from last Site Inspection been addressed? If not, describe why not on Responsive Action Log for this Site Inspection.				
Maintenance	Yes	No	N/A	Responsive Action Log Reference #
G. Is there an excess of sediment or an excess of other pollutants exiting the Site?				
H. Are off-Site roads/gutters free of excessive sediment from the Site?				
I. Are exit/entrance controls properly located and in working condition, with no repairs necessary?				
J. Are exposed areas stabilized as required?				
K. Are stockpiles located and stabilized as required?				
L. Are other BMPs properly located, in working condition, and no repairs necessary?				
M. Are washouts properly located, in working condition, and no repairs necessary?				
N. Are hazardous materials managed as required?				
O. Are trash, construction debris, and other solid wastes managed as required?				
P. Are portable toilets provided and properly located?				
Q. Are the Site Storm Water BMPs and the SWP consistent with each other?				

*Please note that this form must be kept with the Storm Water Plan ("SWP").*

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Name and Title of Inspector

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Signature of Inspector

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Date

[INSERT CERTIFICATION IF AND AS REQUIRED BY THE APPLICABLE PERMIT]

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Name and Title of Certifying Party

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Signature

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Date

*If a Storm Water Consultant Designee conducts an inspection, the Site Storm Water Compliance Representative must review and sign the completed Site Inspection Report.*

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Name:

Site Storm Water Compliance Representative

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Signature

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Date

*Please note that this form must be kept with the Storm Water Plan ("SWP").*

# Responsive Action Log

Site name: \_\_\_\_\_ Inspection date: \_\_\_\_\_

Permittee: \_\_\_\_\_ Division: \_\_\_\_\_

Responsive Action Log Reference #	Responsive Action	Date Noted	Date Responsive Action Completed	Initials

*Please note that this form must be kept with the Storm Water Plan (“SWP”).*

# User Instructions for Site Inspection Report (Appendix D)

## GENERAL INSTRUCTIONS

- This form consists of the Site Inspection Report and Responsive Action Log. These are legal documents.
- Only the Site Storm Water Compliance Representative or his/her Designee, including a Storm Water Consultant, is permitted to undertake the inspection required by this form. If you are not this person, you must contact the Division Storm Water Compliance Representative immediately.
- Each Action Item must have a corresponding Responsive Action. An Action Item is a condition that requires action to be taken to achieve or maintain compliance with the Storm Water Requirements. A Responsive Action is an action taken to address an Action Item or to achieve or maintain compliance with Storm Water Requirements.
- Before proceeding with any inspection, you must first verify that the immediately previous inspection was conducted and the Site Inspection Form completed. You must also determine whether all Responsive Actions identified from the prior inspection, if any, were undertaken within the time period allowed by the Applicable Permit.
- You must restate or carry over to the current Responsive Action Log any Responsive Action not completed since the last inspection regardless of the time period allowed by the Applicable Permit. For each Responsive Action carried forward, you should make a note in the prior Responsive Action Log that the Responsive Action has been carried forward. **Do not leave any blanks in a prior Responsive Action Log.**
- You must answer every question. Check “Yes,” “No,” or “N/A” for each question as appropriate. A response of “N/A” is only permitted where the designated area under “N/A” is not shaded.
- If you check “No” for any question (other than Question C), you must provide a reference number under the “Responsive Action Log Reference #” column for each Action Item identified. Reference numbers have a letter and a number. The first character matches the letter designation of the applicable question. The second character is numerical starting with number 1. Responsive Action reference numbers shall be successive thereafter as to the numerical portion, for example, F-1, F-2, F-3, . . . , G-1, G-2, . . . , H1, I1, etc.
- You must sign and date the completed Site Inspection Form. If you are a Storm Water Consultant or a Designee for the Site Storm Water Compliance Representative and you complete this form, the Site Storm Water Compliance Representative must review and sign the completed form as well.
- A copy of each completed Site Inspection Report and Responsive Action Log must be kept with the SWP.

- At the conclusion of the Site Inspection, send a copy of the Site Inspection Report and Responsive Action Log to the Division Storm Water Compliance Representative at the Division Office.
- You must record the following information on each Site Inspection Report:
  - ✓ Site Name. Insert the name that is recorded on the Notice of Intent.
  - ✓ Permittee. Enter the name that appears on the Applicable Permit or the Notice of Intent.
  - ✓ Division. Insert the name of the Centex's operating division responsible for the Site identified on the form.
  - ✓ Inspection Date. Insert the date on which the inspection is being performed.
  - ✓ Inspector. Enter the name of the person performing the inspection.
  - ✓ Weather conditions. Circle the appropriate description that best describes current weather conditions.
  - ✓ Type of Inspection. Circle the inspection type that represents the purpose of the inspection. Only one inspection type may be circled. A Regular inspection is one conducted according to the regular schedule of inspections for a Site. A Precipitation inspection is one conducted, when required by the Applicable Permit, after a rainfall event as specified in the Applicable Permit. A Quarterly Inspection is one conducted in conjunction with the quarterly oversight for the Site. A Final Inspection is the last inspection planned prior to filing a Notice of Termination.

### **INSTRUCTIONS FOR COMPLETING INDIVIDUAL QUESTIONS**

- You must respond to all of the following questions on each and every Site Inspection Report:
  - A. **Is the Storm Water Plan ("SWP") on Site or its location posted?** - You must verify that the SWP is either at the construction office if the Site has one, or that the location of the SWP is posted with contact information for the Site Storm Water Compliance Representative.
  - B. **If required under the Applicable Permit, is the Applicable Permit and/or NOI on Site?** - You must verify that the Applicable Permit and notification letter (if applicable) are on Site if required under the Applicable Permit. Maintain a complete copy of the Applicable Permit in the SWP Binder.
  - C. **Is contact information provided on Site and is it correct?** - You must verify that the name and phone number of the Site Storm Water Compliance Representative are located in a conspicuous place on Site and are correct and legible.

- D. **Since the last site inspection, has Centex received notice of a federal, state or local inspection evaluating compliance with the Applicable Permit (i.e., the NPDES or State equivalent storm water permit)?** The notice contemplated by this question is written notice from a federal, state, or local entity regarding a storm water inspection evaluating compliance with the Applicable Permit (i.e., the NPDES or State equivalent storm water permit). Local inspections evaluating compliance with local programs (e.g. post-construction stormwater management or locally approved erosion and sediment control) do not require an answer of yes to this question. If, however, Centex has received written notice of a federal, state, or local inspection evaluating compliance with the Applicable Permit, you must record the name of the agency that performed the inspection, the name and position of the person that performed the inspection for the agency, and the date of the inspection. Further, you must include on the Responsive Action Log a description of alleged violations based on the federal, state, or local inspection, whether or not Centex intends to challenge the alleged violations.
- E. **Was the Site Inspection Report for the last inspection signed by the Site Storm Water Compliance Representative and certified if and as required by the Applicable Permit?** - You must verify that the Site Inspection Report for the prior inspection was signed and, if required under the Applicable Permit, certified by the person undertaking that inspection, whether that person was the Storm Water Consultant Designee or the Site Storm Water Compliance Representative. You must also verify the Site Storm Water Compliance Representative reviewed and signed the form if the Storm Water Consultant Designee conducted the Site Inspection.
- F. **Have Action Items from last Site Inspection been addressed? If not, describe why not on Responsive Action Log for this Site Inspection.** - You must verify whether or not all Responsive Actions recorded on the prior Responsive Action Log have been completed. If not, explain on the Responsive Action Log for the current Site Inspection the reasons why these actions have not been accomplished, what actions remain to be taken and whether our response to date satisfies applicable permit requirements. **Do not leave any blanks in a prior Responsive Action Log.**
- **Maintenance** - Assign a separate reference number to each Action Item identified within the following categories and briefly describe the Responsive Action required to address the Action Item.
- G. **Is there an excess of sediment or an excess of other pollutants exiting the Site?** - You must verify that neither an excess of sediment nor an excess of other pollutants is exiting the Site. You should check applicable BMPs such as outfalls, exit/entrance controls, site perimeter controls, receiving water courses and adjacent offsite areas for excessive sediment or other excessive pollutant discharges. You should determine and record the source of the excessive sediment or other pollutants. If an off-site property is discharging sediment or other pollutants onto the Site, record that information and whether the off-site source is contributing to the excessive discharge from the Site.

- H. **Are off-Site roads/gutters free of excessive sediment from the Site?** - You must verify that the roads adjacent to the Site are free of excessive sediment. You should determine and record the source of the excessive sediment. If an off-site property is contributing to or causing the excessive sediment in the off-Site roads or gutters, record that information.
- I. **Are exit/entrance controls properly located and in working condition, with no repairs necessary?** - You must verify that exit/entrance controls are properly located, in working condition, and no repairs necessary. You should check that exit/entrance controls, such as stone pads, rumble grates, and the like, for the construction entrances and other access points are in place and are maintained pursuant to the SWP.
- J. **Are exposed areas stabilized as required?** - You must verify that exposed areas are stabilized as required. Exposed areas are any areas that have been disturbed or have otherwise lost natural cover. You should check that areas where construction activity has ceased or has been temporarily suspended are stabilized in accordance with the SWP.
- K. **Are stockpiles located and stabilized as required?** - You must verify that stockpiles located and stabilized as required. You should check that stockpiles are located in areas where they may minimize the potential for discharging excessive sediment from the Site or onto any road or gutter and that they have been stabilized in accordance with the SWP.
- L. **Are other BMPs properly located, in working condition, and no repairs necessary?** - You must verify that BMPs are properly located and in working condition and that no repairs are necessary. You should check that BMPs (including by way of illustration, linear barriers, soil stabilization techniques, sediment ponds/traps and inlet protection) are properly placed, appear to be working, and are maintained in accordance with the SWP.
- M. **Are washouts properly located, in working condition, and no repairs necessary?** - You must verify that concrete, paint, and other washouts are properly placed, appear to be working, and are maintained in accordance with the SWP.
- N. **Are hazardous materials managed as required?** - You must verify that hazardous materials are managed as required. You should check that storage and containment areas and controls and that management of hazardous materials (including leaks and spills) are implemented in accordance with the SWP.
- O. **Are trash, construction debris, and other solid wastes managed as required?** - You must verify that trash, construction debris, and other solid wastes are managed as required. You should check that controls for the collection and storage of trash, construction debris and other solid wastes are properly placed, appear to be effective, and are maintained in accordance with the SWP.
- P. **Are portable toilets provided and properly located?** - You must verify that portable toilets are provided and properly located. You should check that



portable toilets are located off roads and away from gutters and inlets and are properly anchored and maintained.

- Q. **Are the Site Storm Water BMPs and the SWP consistent with each other?** - You must verify that Site BMPs and the SWP are consistent with each other. You should check that the BMPs shown on the SWP for the current stage of construction exist on Site and that the BMPs that exist on Site are shown on the SWP. In particular, you must make sure that any map or figure within the SWP is consistent with what has been installed on the ground. Even if we have installed additional BMPs not originally called for in the SWP, the additional BMPs must be shown on the map.

### **INSTRUCTIONS FOR COMPLETING THE RESPONSIVE ACTION LOG**

- You must record each reference number from the first page under “Responsive Action Log Reference #” on the Responsive Action Log in the first column under “Responsive Action Log Reference #.” Each reference number must be listed on a separate line.
- For each recorded reference number, you must identify in the “Responsive Action” column the Responsive Action taken or to be taken.
- If a condition relates to a BMP, you must identify the applicable BMP by type and location and state the action necessary to achieve or maintain compliance with the SWP. If a condition relates to anything other than a BMP, you must briefly describe the condition that requires action and the action necessary to achieve or maintain compliance with the SWP.
- You must record the date the Action Item was first identified in the “Date Noted” column.
- The date recorded for a Responsive Action under the “Date Noted” column will not change, even if the Responsive Action is carried over to subsequent Responsive Action Logs. When a Responsive Action is restated or carried over to a new Responsive Action Log, you must restate or carry over the date for the Responsive Action as identified on the first Responsive Action Log on which the Responsive Action appeared.
- The Site Storm Water Compliance Representative or the Storm Water Consultant Designee is responsible for recording and initialing the date each Responsive Action is completed. If the Site Storm Water Compliance Representative or the Storm Water Consultant Designee actually performed the Responsive Action, he or she should date and initial the Responsive Action Log the same day as the Responsive Action is completed. If a Contractor performs the Responsive Action, the Site Storm Water Compliance Representative or the Storm Water Consultant Designee must confirm that the Responsive Action has been completed and record the date the Responsive Action was completed by the Contractor.